

**BY ORDER OF THE COMMANDER,
436TH AIRLIFT WING**



AIR FORCE INSTRUCTION 90-401

**DOVER AIR FORCE BASE
Supplement 1**

2 FEBRUARY 2000

Command Policy

AIR FORCE RELATIONS WITH CONGRESS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 436 AW/IG (Colonel Tullis)
Supersedes AFI 90-401 DAFB Sup 1, 16 Feb 98

Certified by: 436 AW/CC (Colonel Gilbert)
Pages: 2
Distribution: F

AFI 90-401, 1 July 1998, is supplemented as follows:

4.2. The Public Affairs Office (436 AW/PA) is responsible for compliance with this paragraph.

4.3.1. The Installation Inspector General (436 AW/IG) is the OPR for all inquiries from members of Congress. Immediately notify the 436 AW/IG of all Congressional inquiries (verbal or written) and provide a Memorandum for Record of the conversation or a copy of the inquiry to the 436 AW/IG. The 436 AW/IG will assign an OCR and establish a suspense date for reply.

4.3.3. If the wing receives an inquiry directly from a member of Congress, the 436 AW/IG will inform SAF/LL and fax SAF/LLI a copy of the inquiry.

4.3.4. The wing will normally send responses through SAF/LL for coordination, but may respond directly to the member and provide SAF/LLI with an information copy of the response.

4.3.4.1. (Added) OCR assigned by 436 AW/IG to respond to a congressional inquiry will:

4.3.4.1.1. (Added) Prepare responses in a double-spaced draft entitled "PROPOSED RESPONSE TO CONGRESSIONAL/HIGH-LEVEL INQUIRY" with no signature block. Responses will be prepared as if the Wing Commander wrote it. A computer disk will accompany the draft response.

4.3.4.1.2. (Added) Respond factually and completely to each request or allegation in the inquiry.

4.3.4.1.3. (Added) No bootleg responses will be sent off the base.

4.3.4.1.4. (Added) An AF Form 1768, Staff Summary Sheet (SSS), will accompany the draft response. Coordination on the SSS will be appropriate squadron commander, group commander, AW/JA, AW/IG, AW/CV, and AW/CC.

4.3.4.1.5. (Added) 436 AW/IG will finalize the response, prepare a cover letter for the Wing or Vice Commander, obtain their signature, and transmit response to the proper recipient(s).

4.5.5. The Staff Judge Advocate (436 AW/JA) is responsible for compliance with this paragraph.

S. TACO GILBERT III, Colonel, USAF
Commander